

# PROCUREMENT EDUCATION PARTNERSHIP NEWS

Feb 2017

## **UPCOMING PEP SEMINARS**

**Mar 16, 2017**

**Jun 15, 2017**

Look for registration information for the Mar 16, 2017 PEP Seminar in this newsletter.

### **Cooperative Contract: (NASPO ValuePoint) Parks & Recreation Equipment & Related Services**

State Purchasing announces the new "Parks & Recreation Equipment and Related Services" portfolio of "Best Value" State Cooperative Contracts. We have signed participating addendum's with four vendors so far and anticipate signing with two more vendors.

Before choosing a vendor, an entity should review the Summary Document, Pricing Document, and, as needed, the Full Contract to determine what the vendor/ authorized dealer is contracted to sell.

As the contracts are different, agencies should carefully review factors before making a procurement decision such as: Warranty, Delivery Schedule, Delivery Costs, Product Offering and Pricing, Installation Charges, and Other Services Offered.

Products offered on these contracts

include items such as Playground Equipment, Benches, Bleachers, Tables, Shelters, Playground Surfacing, Outdoor Fitness Equipment, Sports Goals and Equipment, Skate Park Equipment, Dog Park Furnishing, and Splash Pad products.

Services such as installation, site work, and repairs are also offered under this portfolio.

A contact is listed on the contract summary document. Quotes should be requested and orders placed through the listed vendor contact.

If you have any questions about these contracts, please contact Chad Hinds at [chinds@utah.gov](mailto:chinds@utah.gov) or 801-538-1287.



Contract	Vendor
MA2566	Superior International Industries, Inc.
MA2567	[waiting vendor signature]
MA2568	Playworld Systems, Inc.
MA2569	Rubberecycle, LLC
MA2570	Play and Park Structures
MA2571	Landscape Structures, Inc.

## SPRING PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

The 2017 *Spring Procurement Education Partnership Seminar* (PEP Seminar) will be held Thursday, March 16 from 9 AM—4 PM. This seminar is jointly hosted by the State of Utah Division of Purchasing and the National Association of State Purchasing Officials (NASPO).

The PEP seminar includes lunch for those who register and attend the full-day session. There is no cost to attendees for the seminar or the lunch.

Registration ends on March 10; however, registration for individual classes may end sooner if capacity for the room is met. Click the link to register for [on location attendance](#) for the seminar.

The seminar sessions held in the Auditorium will be broadcast via webinar. Breakout sessions held in other rooms will not be broadcast. It is not known at this time which breakout session will be in the Auditorium. Click the link to register for [webinar attendance](#). Information and links for the seminar will be sent out by March 14.

Google will now send you an email containing your responses to the registration. After registration, if you do not receive an email, you either did not finish the registration process or you entered the wrong email.

A week prior to the seminar, you will receive an event reminder. If you cannot attend, send an email immediately to [teutsler@utah.gov](mailto:teutsler@utah.gov) so that your meal can be canceled and save the State the expense. If you do not receive an email by March 14, a step was missed during your registration and your registration was not received.

### Procurement Code and Administrative Rule Update

This training is to outline changes which are occurring to the Procurement Code and the Administrative Rule.

### Contract Administration & Introduction of Forms

This training will review the common areas of contract administration that are often overlooked and the issues that can arise when the areas are overlooked. It will also review forms that the Division of Purchasing uses to help with contract administration.

### Fraud Training

Based on UCA 63G-6a Part 24 Fraud, this training seeks to assist entities in avoid occurrences of fraud.

## Break Out Session #1 Choices:

### Approved Vendor Lists--Creation and Use

The training will cover the process of creating approved vendor lists using requests for statements of qualifications, drafting the contracting documents, and how to use approved vendor lists, both as a buyer and assisting vendors and others.

### Managed Service Provider Cooperative Contract – IT Professional Services

The training will outline the process for using the IT Professional Services component of the Managed Service Provider Cooperative Contract with Knowledge Services (IT2462), discuss the role Knowledge Services plays in the vendor selection process, and explain how this contract adds value to agencies.

### Small Purchase of Professional Service Providers & Consultants—R33-5-108

The training will provide direction for procuring services using the R33-5-108 Small Purchase of Professional Service Providers and Consultants. It will discuss what procurements qualify and the process used by State Purchasing.

## Break Out Session #2 Choices:

### Best Practices of Award of a Contract w/o Engaging in a Standard Procurement Process

The training will cover best practices when awarding a contract without engaging in a standard procurement process. The discussion will include sole sources, transition costs, and other circumstances that may make awarding a contract through a standard procurement process impractical.

### Best Practices for Services Contracts

This session will focus on elements of a service solicitation/contract that may improve the service performance and simplify contract administration. These solicitation/contract elements may include detailed service description, identification of service exclusions, total project life cycle costs/budget, quality assurance thresholds, and performance evaluation requirements.

### SciQuest Basics

This training will give direction in setting up your SciQuest account and illustrate creating a basic solicitation. We will also discuss the basics of how the vendor interacts with SciQuest.



DIVISION OF  
PURCHASING & GENERAL  
SERVICES

# PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

HOSTED BY THE STATE OF UTAH, DIVISION OF PURCHASING AND NATIONAL ASSOCIATION OF STATE PURCHASING OFFICIALS

Time	Topic	Presenter
9:00 - 9:15	Welcome	Chris Hughes
9:15 - 9:30	Introduction of Purchasing's Agency Contacts	Jennifer Salts
9:30 - 10:00	Introduction to Purchasing's New Website / Highlight of State Cooperative Contracts	Windy Aphayrath, John Palmer, Jennifer Salts
10:00 - 10:45	Procurement Code and Administrative Rule Update	Kent Beers
10:45 - 11:00	Break	
11:00 - 12:00	Contract Administration & Introduction of Forms	Chris Hughes
12:00 - 1:00		
Break Out Session 1	Approved Vendor Lists — Creation & Use	Zac Christensen
	Managed Service Provider Cooperative Contract – IT Professional Services	Fay Tan/ Solomon Kingston
	Small Purchase of Professional Services—R33-5-108	Jennifer Salts
1:00 - 1:50		
1:50 - 2:00	Break – Move to next session	
Break Out Session 2	Best Practices of Award of a Contract Without Engaging in a Standard Procurement Process	Spencer Hall
	Best Practices for Service Contracts — Tips for Developing Service Procurements and Contracts	Terri O'Toole
	SciQuest Training	Windy Aphayrath
2:00 - 2:50		
2:50 - 3:00	Break – Return to Auditorium	
3:00 - 4:00	Fraud Training	Kent Beers

DATE: Thursday, March 16, 2017  
 TIME: 9 AM – 4 PM (Sign-In from 8:30-9:00 AM)  
 LOCATION: State Office Building; 1st floor Auditorium  
 450 North State Street, Salt Lake City, Utah

***Registration closes March 10, 2017 or when capacity is reached***

On Location Attendance Registration ►►► [On Location Registration Link](#)

Webinar Registration ►►► [Webinar Registration Link](#)

NOTE: This training qualifies as "instructor-led" procurement training for the CPPB & CPPO certification requirements

## NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Video Production and Editing Services	AV2543	Lone Peak Productions	11/1/2016 — 10/31/2021	Other vendors for this Approved Vendor list are in the table on the summary sheets. Users must follow the instructions for use outlined on the summary sheets.
Video Production and Editing Services	AV2555	Main Frame Digital	11/1/2016 — 10/31/2021	
GMC	AV2575	Nelson Auto Center	1/6/2017 — 10/5/2021	Other vendors for this Approved Vendor list are in the table on the summary sheets. Users must follow the instructions for use outlined on the summary sheets.
GMC	AV2576	Young Buick GMC Co	1/6/2017 — 10/5/2021	
Honda	AV2578	Young T/H Co. dba Young Honda	1/6/2017 — 10/5/2021	
Parks & Recreation Equipment and Related Services (NASPO ValuePoint)	MA2568	Playworld Systems, Inc.	1/01/2017 — 12/01/2017	Users should review the six parks and recreation equipment contracts for products and pricing comparisons and determine which procurement item best meets the needs of the procurement unit. The other contracts are listed on the summary sheets.
	MA2566	Superior International Industries, Inc.	1/01/2017 — 12/01/2017	
	MA2569	Rubberecycle, LLC	1/01/2017 — 12/01/2017	
	MA2571	Landscape Structures, Inc.	1/01/2017 — 12/01/2017	
Small Package Express Air, Ground and International Delivery Service	MA065	United Parcel Service	11/28/2016–11/27/2021	New contract with the same vendor
Small Package Express Air, Ground and International Delivery Service	MA454	Federal Express Corporation	11/28/2016–11/27/2021	New contract with the same ven

\*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

**EXTENDED STATE OF UTAH “BEST VALUE COOPERATIVE CONTRACTS**

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION

**EXPIRED OR CANCELED STATE OF UTAH “BEST VALUE COOPERATIVE CONTRACTS**

TITLE	CONTRACT	VENDOR	END DATE	ADDITIONAL INFORMATION
Public Cloud Hosting Services (NASPO ValuePoint)	MA272	Dell Marketing L.P.	1/20/2017	

Not all expired or canceled contracts make it to this list. Always check the contract online to determine if it is still active.

State of Utah “Best Value” Cooperative Contracts Search Engine location:

<http://purchasing.utah.gov/statecontractdirectory.html>